



# After Hours (After 5:00 & weekends) “Maintenance” Emergency Instruction Sheet

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Should you have a maintenance emergency arise **AFTER HOURS**, you may call the maintenance emergency number at **317-330-3770**.  
(If it is during working hours and before 5:00, call the office, 317-577-4600)

- You will hear a message from Brad
- Leave your name, number and the nature of the emergency
- Hang up and wait for Brad to return your call
- Brad should return your call within 15 minutes

**A maintenance emergency consists of anything that would damage property or endanger lives, such as: water leaking, no heat in the winter or no air conditioning in the summer**

You should call 911 if you feel your life is in danger or you are experiencing a medical emergency, **NOT the after hours maintenance emergency number.**

*Please call the office with any questions*